



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

BUILDING / ENFORCEMENT MANAGER

Class No. 003585

■ CLASSIFICATION PURPOSE

To provide management, coordination, direction, planning, and administrative guidance to building/enforcement units of professional, technical, and clerical personnel responsible for the issuance of building permits; plan checking; inspections; public records; archives; investigating and initiating procedures to abate violations of State, Municipal, or County laws; the enforcement of building codes; grading ordinances; zoning laws; solid waste; noise; abandoned vehicles; health, safety, and public nuisances; oversee complex investigations; and cashiering and clerical support; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Building / Enforcement Manager is a second line supervisory class. This class is allocated only to the Department of Planning and Land Use (DPLU). Under the direction of a Chief, Land Use this class is responsible for managing two or more building/enforcement units within DPLU. This class differs from the Building / Enforcement Supervisor in that the latter is a first-line supervisor that oversees field-work and is responsible for the most difficult/complex inspections and enforcement activities. This class may have contact with high-level officials regarding building/enforcement activities.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Facilitates discussions regarding inspection/enforcement activities involving several County departments in order to reach consensus on a plan of action that is most beneficial to the County and its citizens.
2. Works with Federal, State, and local jurisdictions.
3. Attends activities for, and maintains compliance with Federal, State and other regulatory agencies such as Fish and Game, Fish and Wildlife, California Department of Forestry, fire districts, Bureau of Indian Affairs, and California Highway Patrol.
4. Acts as liaison with other governmental agencies, citizen advisory groups, and other county departments such as Public Works.
5. Responds to public inquiries regarding specific building/enforcement cases.
6. Assists in the development of ordinances, policies, procedures and guidelines affecting building/enforcement activities such as cost recovery programs, administrative citations, civil penalties, and re-inspection fees.
7. Presents status reports to upper management regarding building/enforcement activities, including input from affected departments.
8. Provides staff direction and guidance on complex or highly visible building/enforcement issues.
9. Assists in the divisions strategic planning and operational planning.
10. Assists in the preparation of annual reports of budgeted resources and levels of funding for building/enforcement activities.
11. Recommends alternative sources of funding for building/enforcement activity.
12. May serve as a County witness during court proceedings.
13. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

## BUILDING OPTION

1. Serves as a liaison between Building Inspectors and engineering personnel

### Non-Essential Function:

1. Assists in evaluating, recommending and implementing new computer application tools and system enhancements.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Federal, state, and local codes and regulations pertaining to building/enforcement (e.g., building codes, administrative codes, and enforcement codes).
- County Code of Regulatory Ordinances.
- The elements of planning and zoning as related to regulatory/municipal ordinances governing land use and zoning matters.
- Zoning and Land Use policy and procedures including but not limited to: the Uniform Building Codes, Uniform Plumbing Codes, Uniform Mechanical Codes, National Electric codes, and abatement codes.
- Methods and practices of budget, schedule preparation and management.
- Legislative/County government organization, functions, processes and procedures.
- County fiscal and budget processes.
- Computer operations and database software.
- Court and County administrative proceedings involving building/enforcement activities.
- Techniques for investigating code and ordinance violations.
- Management principles and practices related to personnel, supervision, and training.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Plan, organize, coordinate, direct and manage multi-disciplinary work efforts.
- Coordinate activities of multiple departments in order to expedite services related to building/enforcement.
- Perform complex and high profile public relations duties.
- Interpret technical and legal ordinances/codes.
- Manage a budget.
- Discuss a variety of complex regulations and procedures with the public.
- Establish effective working relationships with businesses, management, employees, employee representatives, community officials, and the public representing diverse cultures and backgrounds.
- Compile information gathered into clear, concise reports that effectively convey concepts and conclusions.
- Read, interpret, and research laws, rules, regulations, legal documents, maps and building plans.
- Assign, direct, review and evaluate the work of subordinate staff.
- Provide effective leadership and training to staff.
- Resolve disputes and function effectively in complex, sensitive and adverse situations.
- Make presentations to the public and other agencies.
- Communicate effectively orally and in writing.
- Provide prompt, efficient and responsive service.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and provides customer with needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: A Bachelor's degree from an accredited college or university in public/business administration, criminal justice, planning, engineering, environmental health, law, or a closely related field; AND, three (3) years of professional journey-level experience performing building inspections, enforcement work or building plan review for a public agency. Two (2) of the three (3) years of experience must have been at the lead or supervisory level.

**Note:** Additional years of experience as described above may be substituted for the education requirement on a year-for-year basis.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward movement of neck. Frequent: walking over uneven terrain, standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

Certification as a Building Official, Building Plans Examiner, Combo Dwelling Inspector, or as a Combination Inspector is highly desirable. Certificate of completion of P.O.S.T. approved P.C. 832 training is also desirable.

### Working Conditions

Office environment; exposure to computer screens. Occasionally, incumbents will drive an automobile to inspection sites and walk on uneven ground when meeting with inspection/enforcement staff.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: April 29, 2005**

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Building/Enforcement Manager (Class No. 003585)

Union Code: MA

Variable Entry: Y